

**REGULAR MEETING OF THE ADMINISTRATIVE BOARD  
OF  
NIAGARA COUNTY SEWER DISTRICT #1**

Held on the 16th day of December 2015  
Water Street Landing, Lewiston, NY

**PRESENT:**

Commissioner Marc R. Smith, Chairman  
Commissioner James Riester, Vice Chairman  
Commissioner Robert B. Cliffe  
Commissioner Wright H. Ellis  
Commissioner Lee Wallace  
Commissioner Ronald W. Winkley

**ALSO PRESENT:**

Thomas W. Blodgett, Administrative Director, NCSD #1  
Suzanne-Marie C. Fulle, NCSD #1  
Joanne M. Teixeira, NCSD #1  
John T. Timkey, Chief Operator, NCSD #1  
P. Andrew Vona, Attorney for District  
Robert P. Lannon, GHD Consulting Services  
Teresa Misiti, GHD Consulting Services  
Anthony J. Nemi, Liaison, Niagara County Legislature

Chairman Smith called the meeting to order at 6:00 p.m.

Roll call was taken by Suzanne-Marie C. Fulle.

Upon motion duly made by Lee Wallace and seconded by Robert B. Cliffe, it was resolved that the minutes of the November 24, 2015 meeting be approved as presented. This motion was carried.

Upon motion duly made by Wright H. Ellis and seconded by Ronald W. Winkley, it was resolved that the following vouchers be paid from their respective accounts:

**FORWARDED**

<b><u>VENDOR</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>AMOUNT</u></b>
Bytronics	Digging Notifications	17.80
Dig Safely	Digging Notifications	86.50
Frontier	Mapleton Rd PS	55.55
National Fuel	Plant	1,843.56
National Grid	Elec Dist - East Canal PS	1,583.50
National Grid	Elec Dist. - Mapleton Rd	166.58
National Grid	Elec Dist - Moyer Lift	71.44

National Grid	Plant	8,398.11
National Grid	Elec Dist. - Townline Road	665.28
National Grid	2044 Niagara Falls Blvd (meter)	21.59
National Grid	2059 Niagara Falls Blvd (meter)	21.02
National Grid	Shawnee Road PS	189.27
National Grid	Tonawanda Creek Rd PS	478.81
Niagara County Public Works	Elec Supply - Ton Creek Road (July & August 2015)	596.51
Niagara County Public Works	Elec Supply - Mapleton PS (August & September 2015)	203.67
Niagara County Public Works	Elec Supply - East Canal PS (August & September 2015)	1,640.84
Niagara County Public Works	Elec Supply - Moyer Lift (August & September 2015)	57.45
Niagara County Public Works	Elec Supply - Shawnee Rd (August & September 2015)	152.55
Niagara County Public Works	Elec Supply - Townline Rd (August & September 2015)	772.55
Niagara County Public Works	Elec Supply - Plant (August & September 2015)	22,135.42
Niagara County Public Works	Elec Supply - Rapids Road (July & August 2015)	451.85
NYSEG	Rapids Rd PS	106.17
Time Warner	Internet	757.34
Town of Wheatfield Water	Plant	936.75
Verizon	East Canal	25.08
Verizon	Moyer Lift PS	25.05
Verizon	Plant	134.13
Verizon	Shawnee Road PS	24.70
Verizon	Tonawanda Creek Rd PS	29.47

TOTAL

\$ 41,648.54

TO BE PAID

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Advanced Rehabilitation Technology	Installation of the Spectra Shield Liner system into manholes	25,890.00
Alpha Analytic, Inc.	Lab Analysis	3,500.00
AmeriPride	Carpet Floor Protection	89.50
Bison Laboratories, Inc.	Sodium Hypochlorite	2,480.28
Blodgett, Thomas	Travel Mileage	136.28
Chudy Paper	Tissue	67.36
City Electric	Electrical Supplies	182.21
Ellis, Wright	2015 Travel Mileage - Board Meetings	172.50
Evoqua	Lab Grade Water	185.36
GHD	November Monthly Retainer	750.00

GHD	2015 Roof Replacement (Project #631123)	8,610.00
GHD	NCSD 2015 District I&I Project (Project #631143)	6,170.00
GHD	Misc. Project Assistance - Scada Support (Project #630191)	5,582.50
GHD	Wet Weather Operating Plan (631132)	6,475.00
Greater Niagara Mechanical, Inc.	Furnace Repair - Administration Building	326.40
Gui's Lumber	Maintenance Supplies	116.94
JP Industrial Supply	Maintenance Supplies	352.43
Lock City Supply	Maintenance Supplies	62.37
Modern Corporation	Dumpsters	175.27
Moley Magnetics	Rebuild Motor for Raw Sewage Pump #5	2,200.00
Mollenberg-Betz (Custom Sheet Metal Contracting, LLC)	Influent PS Screen Room Ventilation Project	52,253.80
Musial, Gene (Ryan's Exterminating Co)	Spray Filter Building, plus exterminating for bees	155.00
Praxair	Maintenance Supplies	106.56
Progressive Roofing Inc.	2015 Roof Replacement	23,721.50
PVS Technologies	Ferrous Chloride Solution	2,134.68
R.B. U'Ren	Aerial Lift Rental	1,099.50
Republic Services	Recycling Service	37.34
Republic Services	Sludge Disposal	11,276.79
Rexel	Compact Impact Wrench, split bolts	376.36
Riester, James	2015 Travel Mileage - Board Meetings	108.68
Riverside Chemical Company	Bleach Container Deposit Return	225.00
Safety Kleen	Parts, Washer Service	216.85
Sampson Cleaning Services	Cleaning for November 21, 28, December 5, December 12	280.00
Smith, Marc	2015 Travel Mileage - Board Meetings	246.68
Staples	Office Supplies	278.86
Teixeira, Joanne	Travel Mileage	21.39
The Pump Doctor	Ann. Cathodic Tests @ Townline, Ton. Crk. Shawnee & Plant P.S.	520.00
Town of Lewiston	2015 I/I Reimbursement	20,000.00
Town of Pendleton	2015 I/I Reimbursement	20,000.00
Wallace, Lee	2015 Travel Mileage - Board Meetings	67.99
Vona, P. Andrew	Monthly Retainer-November 2015 & 2015 Travel Mileage - Board Meetings	2,693.55
Wendt's Propane & Oil Service	Propane	65.60
WW Grainger	Bollard Covers, submersible sewage pump, misc. maint. Supplies, suction & discharge hose, floor squeegee, portable generator, cordless drill, fuses holder	5,381.34

	TOTAL	\$ 204,791.87
TOTAL FORWARDED O&M		\$ 41,648.54
TOTAL APPROVED O&M		<u>\$ 204,791.87</u>
GRAND TOTAL APPROVED		\$ 246,440.41

This motion was carried.

Review of the November 2015 Financial Report showed an Operation and Maintenance balance of \$6,057,296.34.

Upon motion duly made by Ronald W. Winkley and seconded by Wright H. Ellis, it was resolved that the Sewer District's November 2015 Financial Report be approved as presented. This motion was carried.

**Authorization to forward year-end vouchers to Audit Department –**

Upon motion duly made by Robert B. Cliffe and seconded by James Riester, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby authorizes Joanne Teixeira to forward year-end vouchers to the Audit Department for processing from the 2015 budget. This motion was carried.

**Communications**

There was nothing to report under Communications.

**Old Business:**

There was nothing to report under Old Business.

**Chief Operator's Report:**

There is nothing new to report this month.

**Administrative Director's Report:**

a. Corrpro Annual Service Agreement - Mr. Blodgett received the proposal from Corrpro in the amount of \$845 for the annual inspection of the corrosion control system for the process water storage tank at the plant, which is a \$40 increase from last year. He stated that it is also recommended that the District select the option for Corrpro complete the annual 15-point tank review at the cost of \$665, which

is an increase of \$30 from last year, but noted that the option for bulb replacements were not needed at this time. Mr. Blodgett requested authorization to accept said proposal in the amount of \$1,510.00.

Upon motion duly made by Robert B. Cliffe and seconded by James Riester, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby accepts the proposal of Corrpro in the amount of \$1,510.00 for the inspection of the cathodic protection system of the water storage tank as well as the annual 15-point tank review (as outlined in said proposal for contract period 2/1/2016 through 1/31/2017). This motion was carried.

b. Annual Update - SPDES Compliance Reporting - Mr. Blodgett reported that the District is required to give an annual update of the District's SPDES Compliance Items to the NYSDEC. Mr. Blodgett requested Board approval for GHD to prepare a proposal to update and prepare the District's Annual SPDES Compliance Reporting Items which will presented for Board consideration at the January 2016 Meeting.

Upon motion duly made by James Riester and seconded by Wright H. Ellis it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Blodgett's request for GHD to prepare a proposal for the update of the District's Annual SPDES Compliance Reporting Items to be presented at the January 2016 Board Meeting. This motion was carried.

**Engineer's Report:**

1. General Retainer (GHD Project No. 630191)
  - Miscellaneous requests/reviews/assistance ongoing under Phase 40 and SCADA support services.
  - BOARD ACTION REQUESTED – None
2. Flow Study Implementation Project (GHD Project No. 631132)
  - Project underway. Wet weather data collected. Awaiting further wet weather field observations.
  - BOARD ACTION REQUESTED – None
3. WPCC 2015 ROOF REPLACEMENT PROJECT (GHD PROJECT NO. 631123)
  - Project is 99% complete.

- BOARD ACTION REQUESTED – None
4. 2015 District I/I Project (GHD Project No. 631143)
    - CCTV complete. Select manholes lined by Spectra Shield. Two additional manholes to be rehabilitated to reduce significant I&I.
    - BOARD ACTION REQUESTED – None
  5. WET WELL VENTILATION PROJECT (GHD PROJECT NO. 631139)
    - Project ongoing. Makeup air unit ordered and expected mid January.
    - BOARD ACTION REQUESTED – None
  6. Wet Weather Operating Plan (GHD Project No. 631132)
    - Development underway. Submission date extended to June 1, 2016.
    - BOARD ACTION REQUESTED – None
  7. CIP Phase 1 Map and Plan and Financial Analysis (GHD Project No. 11110253)
    - Kick-off meeting scheduled. Project underway.
    - BOARD ACTION REQUESTED – None

**Attorney's Report:**

There is nothing new to report this month.

**New Business:**

1. Town of Lewiston 2015 I/I - Mr. Winkley presented to the Board a request that the Town of Lewiston be reimbursed \$20,000 towards their continuing lease of a pipe crawler camera for investigating Inflow and Infiltration within the Town of Lewiston sewer system tributary to the NCSD #1. He stated that the Town of Lewiston would like to use the 2015 annual contribution to make the 2nd installment of the 4 lease payments and that the Town of Lewiston Town Board had approved the 2015 funding for the continued lease at their November 23, 2015 Regular Town Board Meeting. Mr. Winkley requested Board approval to be reimbursed \$20,000 towards the purchase of a pipe crawler camera for the investigation of Inflow and Infiltration under the District's I/I Reduction and Control Program.

Upon motion duly made by Robert B. Cliffe and seconded by James Riester, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves the request of Mr.

Winkley to be reimbursed \$20,000 towards the purchase of a pipe crawler camera for the investigation of Inflow and Infiltration tributary to the District. This motion was carried.

2. Town of Pendleton Connection Request - 4195 Beach Ridge Road - Mr. Riester reported that the Town of Pendleton would like the approval to construct a one six inch diameter core-drilled connection to the Niagara County Sewer District Manhole No. 12-18 to service 4195 Beach Ridge Road. The connection will provide service for a proposed single family residential home on Beach Ridge Road. Mr. Riester requested Board approval for said request contingent upon Mr. Blodgett's final review and approval of the technical requirements for the connection.

Upon motion duly made by James Riester and seconded by Robert B. Cliffe, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby accepts Mr. Riester's request for the Town of Pendleton to construct a one six inch diameter core-drilled connection to the Niagara County Sewer District Manhole No. 12-18 to service a proposed single family residential home at 4195 Beach Ridge Road in the Town of Pendleton. Board approval is contingent upon Mr. Blodgett's final review and approval of the technical requirements for the connection. This motion was carried.

**Adjournment:**

Upon motion duly made by James Riester and seconded by Wright H. Ellis, the meeting adjourned at 6:10 p.m.